SENDING FORMS TO PAYROLL DROPBOX:

1. Click on the Dropbox Link https://www.dropbox.com/request/BnuTbmk63d3PIkSAQVIS

2. Click on "Add Files" (or drag and drop file). You may add multiple files.
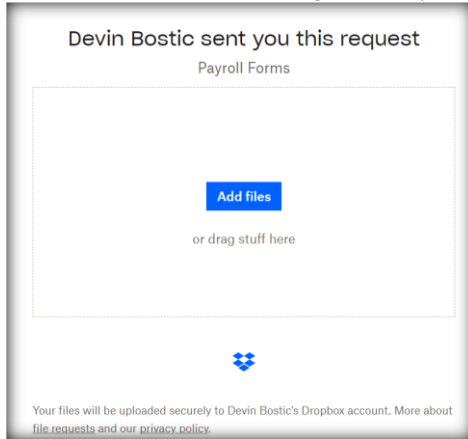
3. The naming convention for the sender's name *MUST* be as follows.
   - **Your name: [Last Name], [comma], [First Name], [Banner ID]**
     EXAMPLE: Smith, Bob 800123456

   - **Your email address**: Input and then click the 'upload' button.
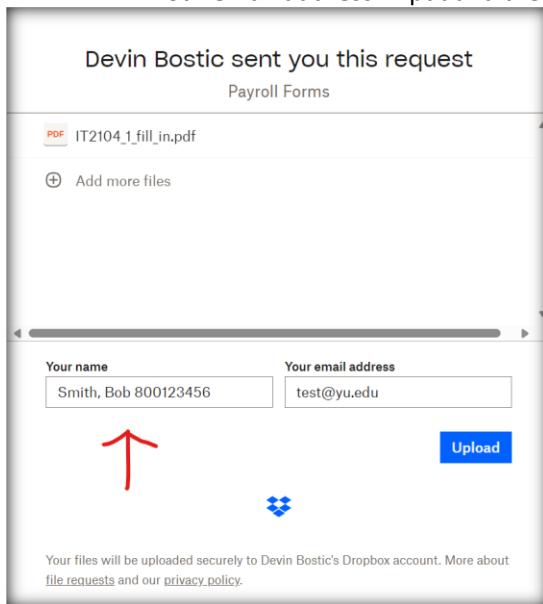
4. The files will now be uploaded, and the page will display a confirmation message. You'll also receive a confirmation email.